

Vehicle Wreck & Reporting Procedures

In the event of an accident, vandalism, or theft it is important to report the incident to law enforcement officials, Vehicle & Asset Management, and Corvel immediately. **It is the full responsibility of the operator and/or passengers to adhere to the following procedures within 24 hours of the incident.**

1) First, make sure you are all right and determine if there are injuries to anyone else involved. Call 911 for emergency assistance if needed.

2) Call the police to file an accident report. Do not leave the scene unless your physical safety is at risk. If this becomes necessary, inform the police why you left the scene and where you have gone.

3) All accidents involving damage to private vehicles or property **MUST** be reported to Corvel at 855-253-0629 within 24 hours, regardless of who is at fault.

4) Limit discussion of the accident as much as possible. Talk only with the police concerning details of the incident itself. Show the reporting officer the Proof of Insurance Information: T.C.A. §55-12-139(b)(2)(C) that specifically exempts all State vehicles being used with proper permission and in an authorized manner from the requirement to carry proof of insurance.

5) Get the facts and essential details at the scene, including:

- Name, phone number, license plate number, Insurance Information of others involved.
- Name and phone number of any witnesses.

6) Take pictures of any damage to all vehicles involved, and of the license plates of the vehicles.

7) When exchanging insurance information, show any other drivers/property owners your Tennessee Code Annotated – Proof of Insurance card. The number for the **TN Board of Claims (615-741-2734)** is at the bottom of this card. That is the

number private vehicle owners should call to report a claim. Claims can also be started online by visiting, [TORT Liability \(tn.gov\)](#) under file a claim.

8) If the local authorities have the vehicle towed, please collect, and advise VAM of the name of the wrecker service so that the unit can be located and recovered for repair or other disposition as appropriate.

9) Obtain a copy of the accident police report send to mvm.wreckrepair@tn.gov

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10) Within 24 hours submit a VAM Wreck Report in Edison (see instructions below).

To Access Wreck Reporting in Edison:

Go to <https://www.edison.tn.gov> You **must** first sign in and follow:

- NAVBAR>MENU>FSCM>Employee Self-Service>Wreck Reporting
- Complete the form with all pertinent information regarding damages to state vehicles, be detailed and attach any pictures to show damages, if possible.
- Once all information has been added you must hit save.
- After you hit save, you will then be able to add any attachments. **Note*** You must first add a description/name of the attachment you are adding in the box before the attach file option will appear. Zip files may be used for larger attachments.
- You can click on the VAM Vendor List found at the top of the page for tow truck and body shop information.

If you have any issues with attachments, please send them to mvm.wreckrepair@tn.gov as you will not be able to add any attachments after 48 hours.

11) Obtain an estimate for repairs. A link to a quick access list of vendors can be found on the wreck incident reporting page. If a vendor in your area is not included on the list, you can email mvm.wreckrepair@tn.gov for additional assistance with locating an authorized vendor in your area. **For damages \$10,000 or greater contact VAM Wreck Repair at 615-532-8903 (option 3) for additional assistance.**

12) Once an estimate is approved, an authorization PO number will be created for the vendor to repair vehicle. The operator can then take vehicle to have it repaired. Once repairs are complete, the operator must email the **signed** invoice to mvm.wreckrepair@tn.gov for processing. **Invoice must be made out to the State of Tennessee and include the vehicle license plate number, mileage, in and out date, and PO number.**

To Access Wreck Reporting in Edison:

Go to <https://www.edison.tn.gov> You **must** first sign in and follow:

- NAVBAR>MENU>FSCM>Employee Self-Service>Wreck Reporting
- Complete the form with all pertinent information regarding damages to state vehicles, be detailed and attach any pictures to show damages, if possible.
- Once all information has been added you must hit save.
- After you hit save, you will then be able to add any attachments. **Note*** You must first add a description/name of the attachment you are adding in the box before the attach file option will appear. Zip files may be used for larger attachments.
- You can click on the VAM Vendor List found at the top of the page for tow truck and body shop information.

If you have any issues with attachments, please send them to mvm.wreckrepair@tn.gov as you will not be able to add any attachments after 48 hours.

By following this procedure, all accident reports will be sent directly to the VAM Wreck Safety Team for review and follow-up if needed.

Additional resources:

[Edison Wreck Reporting Guide \(tn.gov\)](#)

[Tow and Body Shop List](#)



State of Tennessee
DEPARTMENT OF GENERAL SERVICES

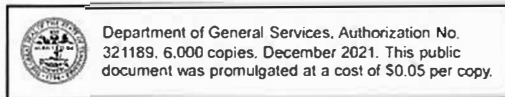
NOTICE

This vehicle is owned by the
State of Tennessee
Department of General Services
and is being operated with
the Department's consent.

Under Tennessee Code Annotated
§55-12-139(b)(3)
the driver is EXEMPT
from showing evidence
of financial responsibility.

The State of Tennessee is Self-Insured.

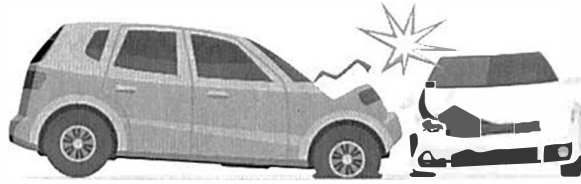
Claims for damages to privately owned
vehicles must be filed with the state Board
of Claims, telephone (615) 741-2734.



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document was promulgated at a cost of \$0.05 per copy.

WHAT TO DO IN CASE OF AN ACCIDENT

1. Stay calm. Determine the extent of injuries or damage.
If needed, obtain medical assistance.
2. Call the police to file an accident report. Don't leave the accident
scene unless your physical safety is at risk.
3. Limit discussion of the accident. Talk only with the police and
your insurance Agent. Don't admit fault at the scene or at any
time.
4. Get the facts and essential details at the scene including:
**Name, Phone Number, License Plate #, Drivers License #,
Insurance Company, Name & Number of Witnesses.**
5. See other side for wreck reporting.



REPORTING A VEHICLE ACCIDENT TO VAM

All accidents must be reported within 24 hours of the accident to **Vehicle and Asset Management**

1. Log in to www.tn.gov
2. In search bar type - "Wreck" - Enter
3. Select "Wreck Reporting"
4. Read and follow all instructions
5. Complete form and submit

After submission, a list of vehicle repair vendors will be supplied to your email address with a link. Choose a repair vendor in your area and obtain estimate for repair.

Email Estimate to: MVM.WRECKREPAIR@TN.GOV

All accidents involving private vehicles or property must also be reported to Corvell - (855) 253-0629

HOW TO REPORT ACCIDENTS

1. Go to TN.gov
2. Enter "wreck" in search bar
3. Click on "Wreck Reporting"
4. Follow Instructions - Complete Form - Submit
You will be sent a confirmation email confirming your report along with a repair vendor list.
5. Choose vendor, obtain estimate, and submit to:
MVM.WreckRepair@tn.gov